

CONFIDENTIAL

Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020023-5

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report -- Week Ending
30 July 1976

1. Attitude Survey: As of 29 July, 1,976 responses from the employee attitude survey had been received, punched and verified. We now expect a slow rate of return until the overseas responses begin to arrive. Unless that response is disappointingly low, we now expect that the overall response rate will be from 65 to 75 percent.

2. Upward Mobility: Chief, Clerical Staffing Branch, reports that the visit to the Civil Service Commission last Friday was worthwhile. The CSC was pleased with our selection of Upward Mobility (hire the disadvantaged) candidates and reported they are doing well. In fact, two have passed the CSC typing test.

3. Minority Recruitment: Mr. James Peterson, EEO Coordinator for the University of Michigan, phoned us on 27 July to ensure our participation in their Minority Career Day Conference during the first week in November. CIA participated last year and we had two Summer Interns enter on duty as a result thereof. We are planning to return this year and to seek out minority engineers as well as potential career trainees. .

25X1A

4. Clerical Recruitment: The response to Employee Bulletin No. [] regarding clerical applicants has been prompt and worthwhile. During the first two days that the notice has been circulated, we have received 31 responses from Agency people recommending friends for clerical jobs.

5. Summer Interns' Interest: Eleven Summer Interns from this year's class of 50 have expressed interest in the Career Training Program. Interviews with the CT people have been scheduled for nine of these Interns. Five have expressed interest for assignment to the DDO under CTP auspices.

6. Proposed Change to Standardized Regulations: We are in receipt of a coordination request from the Allowances Staff, Department of State, which would amend the Standardized

Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020023-5

CONFIDENTIAL

012752

Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020023-5

7. FLSA: Work continues by all Position Management officers on FLSA Phase II review. This includes the identification of positions requiring documentation, the evaluation of needed job descriptions from component personnel officers, and the review of such descriptions to determine FLSA status.

25X1A

25X1C

Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020023-5

2 CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020023-5

Coming Events:

1. We plan to continue preparation of retirement estimates for the Transition Quarter and FY 1977.
2. We will continue processing the employee attitude survey.

[Redacted Signature]

F. W. M. Janney

25X1A

Approved For Release 2002/05/01 : CIA-RDP80-00773A000100020023-5

CONFIDENTIAL